

IDAHO PEACE OFFICER STANDARDS & TRAINING PROCEDURE

12.10 INSTRUCTOR CERTIFICATION, RENEWAL, SUSPENSION AND REVOCATION

A. General

IDAPA rules [11.11.01.120 - 127](#) govern Peace Officer Standards and Training (POST) instructor initial certification, renewal, and revocation. POST certification is required for individuals instructing law enforcement subjects or general subjects pertinent to law enforcement personnel. High liability endorsements are required for other subjects as determined by the Idaho POST Council (council).

IDAPA rules [11.11.01.126.04 a & b](#). state that Peace Officer Standards and Training (POST) general topics instructor certification status is valid indefinitely provided that the instructor remains in good standing and complies with all POST requirements.

Only schools taught by one or more POST- certified instructors in their respective areas of knowledge, training and experience are considered POST-certified schools. No POST training credit is given for attendance at a school taught by instructors who are not POST certified instructors in their respective areas of knowledge, training and experience, unless otherwise stated in this procedure. POST training credit may be given for a class conducted on the date scheduled for instructor assessment by a regional coordinator/designee, when the instructor has previously submitted a completed instructor application packet for the subject being taught and the POST observer approves the class as taught.

B. Definitions

“General topics” means topics related to law enforcement subjects and/or general subjects pertinent to law enforcement.

“High liability topics are any other topic deemed as “high liability” by the council. ([IDAPA rule 11.11.01.123](#))

High Liability Endorsements are limited to instructor subjects which have either a direct use of force application or have a significant use of force element. Those subjects which have a significant use of force element, also carry a significant risk of death or serious physical injury to anyone involved in the incident.

“IST” means In Service Training Staff and is comprised of Regional Training Coordinators and the In Service Training Assistant.

On September 5, 2019, the POST Council approved the below list of high liability topics:

- Active Shooter Instructor
Rescue Task Force (Proposed National Fire Protection Standard 3000, Rescue Task Force)
- Appropriate Use of Force Instructor (Juvenile Only)

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- Bombs and Explosives Instructor
 - Explosive Breaching Instructor
 - Ballistic and Mechanical Breaching Instructor
- Cell Extractions Instructor
- Conducted Energy Device Instructor
- Crisis Negotiations (Hostage) Instructor
- Crowd Control Instructor
- Defensive Aerosol Instructor
- Defensive Tactics Instructor (ARCON)
- Emergency Vehicle Operators Course Instructor
- Firearms Instructor
 - Handgun
 - Shotgun
 - Patrol Rifle
 - Sniper, Sniper Observer
- Less Lethal Weapons Instructor
 - Noise Flash Device Instructor
 - Chemical Agent Instructor
 - Impact Munitions Instructor
- Patrol Canine Instructor
- Tactical Team Instructor
 - SWAT Tier 1 Team (National Tactical Officers Association (NTOA) specifications)
 - SWAT Tier 2 Team (NTOA specifications)
 - Tactical Response Team (NTOA specifications)
- Use of Force Instructor

C. Attendance at Instructor Development and High Liability Instructor Courses

1. Any person employed by an Idaho law enforcement agency may attend the Idaho POST instructor development course.
 - a. Priority will be given to applicants who are in certifiable positions and are fully qualified to be instructors.
2. Personnel desiring to attend a POST high liability instructor course must:
 - a. Have completed the Idaho POST instructor development course or equivalent. Equivalent instructor development courses will be evaluated by POST Curriculum staff. The applicant must provide a certificate of completion and a table of contents or syllabus from the instructor development course they previously attended. If accepted, the applicant must complete the Idaho POST Instructor Refresher Course prior to submitting an instructor certification application packet.

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- b. Meet the experience and certification requirements as outlined in IDAPA 11.11.01.122.01 prior to registration

D. Initial Certification

1. POST provides access to two initial instructor certification packets through a link located on the POST website home page:
 - a. general topics instructor; and
 - b. high liability instructor endorsement.
2. Regional training coordinators:
 - a. receive completed instructor certification application packets from applicants;
 - b. evaluate the applications considering the applicant's background, training, any recommendations, and other factors;
 - c. ensure that applicants have met requirements for initial instructor certification and have successfully completed the POST Instructor Development Course or an equivalent course;
 - d. meet with applicants for initial instructor certification to perform an instructor teaching assessment, or assign the assessment to an approved designee;
 - e. may request a current copy of the course/training curriculum, training/sign in roster, and/or an updated copy of the applicant's Curriculum Vitae (CV) during an applicant's teaching assessment;
 - f. attach a completed instructor assessment form to the application packet; and
 - g. forward the completed packet to the administrator/designee for review and approval.
3. Instructor certificates are mailed to the applicant's employing agency head by Standards and Certification staff.
4. High liability endorsements require the completion of an instructor level course specific to the high liability endorsement request if applicable.
 - a. First time firearms instructor applicants must have completed the POST Firearms Instructor Course within one year of application. If applying after the one-year mark, the applicant must provide an updated POST short course qualification dated within six months of the application date.
5. Each high liability endorsement application may require a separate instructor assessment conducted by a regional training coordinator/designee. The regional coordinator has the discretion to waive additional instructor assessments.
6. General topics instructor certifications do not expire but may be inactivated when the instructor fails to instruct for a period of 2 years. ([IDAPA rule 11.11.01.126.04a](#)).
7. Instructors who fail to instruct for a period of two (2) years will be deemed inactive and may not instruct as a POST instructor. Instruction must be documented on an official POST roster and submitted to POST via the agency portal. Inactive instructors must complete the Idaho POST Instructor Refresher Course. The applicant must complete and submit a new instructor certification application.
8. High Liability Endorsements have expiration periods as determined by IDAPA rule 11.11.01.126.01.
9. A list of active instructor certifications is available on the POST website.

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E. Use of certified instructors in basic academy training programs

1. All instructors utilized to teach at any basic academy training program must be POST certified instructors or approved subject matter experts.
2. Academy training coordinators will verify an instructor's eligibility prior to approval.
 - a. To verify if an individual is certified as an instructor, a search is done in the Academy Integration program.
 - b. If they are not a currently certified instructor, they may not be used as a primary academy instructor.
 - c. If they are a currently certified instructor, they are checked in the People Management function of Academy Integration to verify that they are eligible to instruct. If they are eligible to instruct, then it should be determined if they need a contract for payment.
 - d. The academy coordinator will contact the facilities manager to create a contract if needed.
 - e. Only when they are listed in Academy Integration, eligible to instruct, and have a contract in place (if applicable), can they be added to the class schedule as an instructor.
3. Instructors are responsible to teach the most current approved lesson plan.
4. Academy training coordinators will conduct random monitoring of classes to ensure compliance.

F. Instructor selection criteria

1. When selecting an instructor to teach a class, the instructor must submit a Curriculum Vitae or resume to the Academy Coordinator. The CV/resume should include the following information:
 - a. Experience in the field/topic:
 - b. All courses previously instructed with dates
2. The Academy Coordinator may also take into consideration the following factors for instructor selection:
 - a. A recommendation from another POST certified instructor
 - b. Review of any instructor evaluations on file at POST
 - c. Academy instruction history
 - d. Dependability and reliability
 - e. Results of an informal discussion between the instructor and coordinators.
3. Exceptions to these criteria/procedures should be exercised for emergency or exigent circumstances only.

G. Use of non-certified instructors in basic academy training programs

1. Judges, attorneys, educators, doctors, federal officials, state officials, and other non-police personnel may be used as instructors in a basic training academy program when their expertise is deemed appropriate.

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2. Training credit will be granted for training provided by an independent expert when the expert has provided a current and up to date resume or Curriculum Vitae (CV) to the basic training academy program's director or designee. This document will be kept as a permanent part of the class file.

H. Use of non-certified instructors for in-service training

1. Judges, attorneys, educators, doctors, federal officials, state officials, and other non-police personnel may be used as instructors for in-service training when their expertise is deemed appropriate.
2. Training credit will be granted for training provided by an independent expert when the expert:
 - a. Has taught in service training at an Idaho law enforcement agency and
 - b. The host agency has submitted an electronic roster to POST within 30 days with a comment attached stating the non-certified instructor's employing organization and other such qualifiers lending to their expertise in the subject.

I. High Liability Instructor Renewal Process

1. Annually, In Service Training (IST) staff generates a report showing any instructor certifications set to expire.
2. IST staff notifies the instructor of the pending expiration date and provides instructions regarding renewal documents and requirements.
 - a. Firearms instructor renewals require the instructor to pass the POST firearms short course qualification with a score of 95% or higher. The POST firearms short course qualification must be administered by an active POST certified instructor.
 - b. Eight (8) hours of continuing training is required for high liability instructors. The following are some guidelines regarding what qualifies for the High Liability Continuing Training Requirement per IDAPA 11.11.01.123.05:
 - i. The instructor must be a student. Instructor hours do not qualify for continuing education credit.
 - ii. The training does not have to be POST certified. Instructors are encouraged to attend practical, relevant training where offered.
 - iii. The training cannot be delivered via videos, books or online with the exceptions noted here. If there are pre-read materials provided in conjunction with a class the instructor will be attending at a later date, the pre-read hours will qualify for credit if the class counts the pre-read hours as part of the training hours. When an agency provides a high liability topic case law update to law enforcement officers in a classroom setting, or during briefing, it will qualify for credit for the officers receiving the training.
 - iv. Training must contain at least a legal update, use of force and further instruction specific to the discipline in question. A portion of the training should be hands-on training that will improve the instructors' skill set

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- v. Training can be cumulative: For example, two (2) hours of legal update training + three (3) hours firearms in-service training + three (3) hours of force-on-force training equal 8 hours of cumulative training.
 - vi. Agencies should maintain proper documentation on file for all in-service training, i.e. rosters, instructor CV's and lesson plans.
 - vii. Agencies should always feel free to contact their regional training coordinator with any questions or concerns.
- c. High Liability Instructor endorsements will remain valid for two (2) years, except for Firearms endorsements which will remain valid for one (1) year, provided the instructor remains in good standing and complies with all POST requirements for refresher training. High Liability Instructors who fail to instruct for a period of two (2) years, except for Firearms which is one (1) year, will be deemed inactive with respect to the relevant endorsement(s) and may not instruct as a POST instructor in the topic area(s) until they have reapplied. Instruction must be documented on an official POST roster and submitted to POST via the agency portal. Inactive High Liability Instructors must be re-evaluated by a POST Regional Training Specialist.
3. IST staff reviews the submitted renewal for adherence to renewal requirements and, if the information is sufficient, renews the certification. If the submittal is not sufficient for renewal, staff may:
- a. request in writing additional information and requirements; or
 - b. return the submittal as insufficient;
 - c. IST staff may extend the original renewal deadline to accommodate the further information exchange.
4. IST staff records the completion of the renewal process in the appropriate electronic file.

J. Lapse of POST Instructor Certification

- 1. General topics instructors who fail to provide instruction reported on a POST roster for a period of two (2) years will be deemed inactive and may not instruct as a POST instructor until they have completed a mandatory instructor refresher course.
- 2. An instructor that becomes inactive will remain inactive until they complete the instructor refresher course.
- 3. Refresher courses will be held on an as needed basis. A tuition fee will be associated with this training.
- 4. Upon completion of the refresher course, the instructor will need to reapply for instructor certification as set forth in section D above.

K. High Liability Instructor Reapplication Process

- 1. When the instructor has taught within the certification cycle but fails to complete the renewal process or when the instructor certification is expired/lapsed, or if the instructor did not teach a class within the certification cycle:

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- a. The instructor may not instruct as a POST instructor until they have completed a mandatory instructor refresher course.
- b. Refresher courses will be held on an as needed basis. A tuition fee will be associated with this training.
- c. Upon completion of the refresher course, the instructor will need to reapply for instructor certification as set forth in section D above.
- d. Regional Coordinators have the authority to waive an instructor's attendance in the refresher course. The waiver request will be evaluated on a case-by-case basis, taking into consideration the reasons the instructor's certification was not renewed, expired, or had lapsed.

L. When a POST certified instructor is separated from employment, that instructor's certifications and endorsements are designated as "inactive."

1. If the officer is hired by another Idaho law enforcement agency in a certifiable position within 30 days of separation from their previous agency, their instructor certifications will be returned to active status. A lapse in employment of greater than 30 days requires the instructor to reapply for certification.
2. If an instructor no longer employed in the law enforcement profession wishes to retain POST instructor certification and continue to provide law enforcement instruction to Idaho law enforcement officers, they must submit written notification to their regional coordinator within 30 days of separation from employment.
 - a. The notification must include who they plan to instruct, courses or topics they plan to instruct, and how often.
 - b. Requests will be handled on a case-by-case basis and may be denied if the instructor is not teaching law enforcement topics to Idaho law enforcement officers on a regular and continuing basis.

M. If a POST certified instructor is under decertification investigation, their instructor certification will be suspended for up to one year or until the investigation has been closed. If the instructor is decertified because of the investigation, their instructor certification will be revoked by the Council.

N. Suspension and Revocation of Instructor Certification or Endorsement

1. The Division Administration may suspend instructor certifications and/or endorsements for up to one year as defined by IDAPA 11.11.01.127.01. A suspension will initiate an immediate review to determine if a revocation of the instructor's certification is warranted.
 - a. the instructor who is the subject of the suspension shall be notified in writing for the basis of the suspension and an explanation of the evidence supporting this action.
 - b. the instructor may file a written response to object to the suspension. This response must be made within 14 days from the date of notification of suspension. The written response should be made to the Division Administrator, stating any reasons why the intended action should

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- not be taken. The instructor may also provide a written request to have a conference with the Division Administrator to provide reasons why the intended action should not be taken.
- c. The instructor may waive a response by submitting a written waiver to the Division Administrator.
 - d. If the instructor waives a response or fails to respond within the designated time, the Division Administrator will recommend to the POST Council that the officer's instructor certification(s) and/or endorsement(s) be revoked.

